

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

Open Competitive Exam #1665

OPEN COMPETITIVE EXAMINATION FOR: ACCOUNTANT III

SALARY: \$35,000 – 45,000 PER YEAR

FRINGE BENEFITS: Paid Anthem Blue Cross, Blue Shield Century Preferred, Prescription Drug Rider, Paid Dental Plan; Group Life Insurance paid for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained at the Civil Service Office, **must be on file** at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 on

NOVEMBER 19, 2004

IMPORTANT:

1. **Veterans** - Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** - Residency points shall be added in accordance with the amendment to the Civil Service Rules and Regulations. Proper documentation (Civil Service Office Request for Residency Points) must be submitted with application of employment.

EXAMPLES OF DUTIES: Plans, develops and performs accounting and auditing functions; performs such duties on a professional level and supervises all accounting and clerical work in the major accounting office to which assigned; supervises the keeping of expenditure, revenue accounts, general and subsidiary double entry ledgers; responsible for reconciling and verifying city bank accounts and trial balance of all ledgers; develops new accounting procedures and systems and assists in their implementation; confers with the Budget Director, other department heads and other city employees on accounting, fiscal and administrative problems; certifies as to the availability of funds for the awarding of contracts and for other purposes; may make special accounting studies and analyses or prepares periodic and special financial statements and reports; verifies and reconciles all authorized transactions into the electric-data-processing (EDP) system; controls the flow of paper work through the accounting and data-processing system; supervises and trains accounting and clerical staff including key-punchers and batch-clerks for accounting and data processing functions.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of accounting principles and practices both in theory and practice; ability to devise and prepare accounting reports and explain these reports to officials of other departments; ability to adapt accounting procedures to new data processing methods; ability to design forms for the computerization of various City financial programs; ability to plan and supervise the work of others; ability to maintain effective relationships with other city officials, department heads and the employees and the general public; good physical condition.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE: Considerable professional accounting experience, preferably some of which has been in municipal accounting using EDP Systems and graduation from a college or university of recognized standing with major work in accounting.

This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administration Association (WMAA).

The Parts and Weights for this examination will be determined prior to conducting the exam.

Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

APPEAL PROCESS: An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within fifteen (15) days of receipt of such notice.

Please notify the Civil Service Office of a change in address. Notification of examination will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/H/V